

What Happens Next



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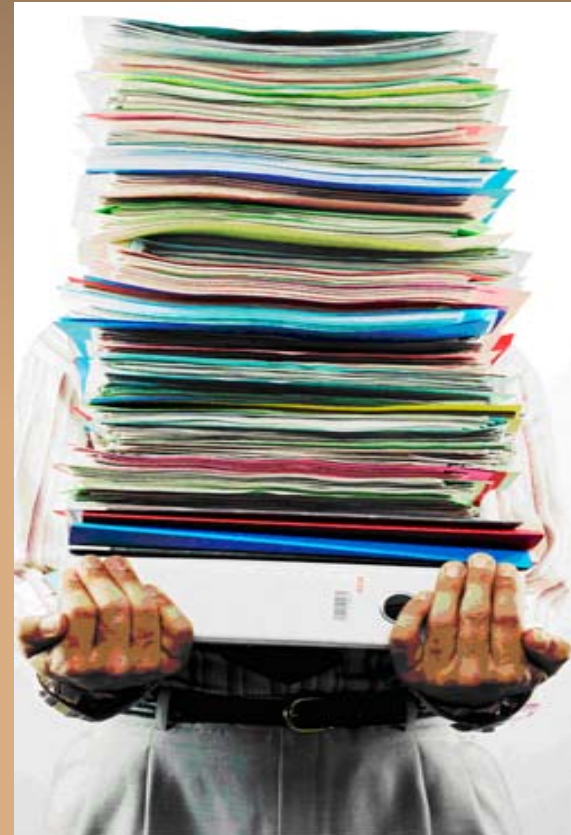
You have successfully completed and submitted your project application to VDEM by October 31, 2008 for the FY '09 HMA grant program.

Congratulations! Now the work continues.



What Happens Next

- VDEM will review your application:
 - Appropriate and required documentation
 - Valid budgets, elevation certificates, tax records, etc.



Review Includes:

- **Appropriate program for project “best fit”**
 - **CHECK the box for other grants also**
- **“Readability”**
- **“Competitiveness”**
- Viable alternatives must be listed,
- Strong “no action” statement describing consequences and continued hazard effects,
- Cost-beneficial – Sub-grantee [you] must provide input data for BCA runs



Review Includes:

- Reviewing for -
 - Realistic Scope of Work
 - Realistic Timetable
 - Realistic Budget



What Happens Next

Remember that this process takes a while. Ongoing communication with the involved parties (citizens, officials, VDEM, etc.) is critical!

- **We will work for regular progress or “needs” updates to you,**
- **You need to work for regular progress or “needs” updates with the local property owners included in the application.**



What Happens Next

- If we discover that something needs to be changed in your application we **WILL** communicate with you first to discuss options.
- We will not submit an application to FEMA that we know will get rejected!
- We will not “arbitrarily” change something and not notify you.
- You are responsible for internal and local communications, not VDEM.



What Happens Next

- After the VDEM review is complete VDEM will electronically submit the project application as part of a “Master Grant Package” to FEMA,
- VDEM will use eGRANTS, sub-grantees should submit electronically using our Word application with .PDF attachments or hard copy attachments.
- Digital photographs please!!
- The FEMA deadline is December 19, 2008.
- VDEM will notify you that the application has been submitted to FEMA.



What Happens Next

- **FEMA initiates their review at FEMA Region III in Philadelphia.**
- **The National PDM Evaluation Panel will be convened in late January for two weeks.**
- **Applications must be complete. FEMA will not attempt to get additions, clarifications or missing application elements.**



What Happens Next

Once FEMA finishes their review process they will either award or reject the project.



What Happens Next

The Award Process

Congratulations! As part of the Master Grant Package FEMA has awarded your project to the State of Virginia!

So now what?



What Happens Next

VDEM prepares and mails (certified, delivery confirmation requested) –

- ✓ **Award letter**
- ✓ **Grantee-Subgrantee Agreement**
- ✓ **Quarterly Report form**
- ✓ **Reimbursement Request form**
- ✓ **Copies of applicable CFR and legislative documents**



What Happens Next

- **VDEM and the sub-grantee will schedule a Kick Off Meeting for the project**
- **This meeting will cover and review –**
 - 1. The Scope of Work**
 - 2. The expected outcome**
 - 3. The timetable**
 - 4. The budget**
 - 5. The required reporting AND due dates**



What Happens Next

Communication between all parties involved remains critical. All local project team members should be at the Kick Off meeting.



What Happens Next

- You must complete appropriate due diligence in your contracting process [APA process]
- Notes –
 - State law does apply
 - Local ordinances and codes do apply
 - NFIP floodplain management practices apply in special flood hazard areas
 - It is best NOT to have the homeowner involved in the bid process
 - Incorporate appropriate codes, ordinances, or technical references as required in your documents



What Happens Next

You award the local contracts:

- **You are responsible for the hands-on local management of the project. VDEM will not micro-manage you but we are responsible for the outcome:**
 - **We will provide technical assistance as requested,**
 - **VDEM reimburses with proof of expenditure, we only rarely advance funds if economic hardship is proven.**



What Happens Next

You develop an ongoing documentation process that is consistent, accountable, and easily understood for the entire project. VDEM can provide tracking templates.



Microsoft Excel - Implementation Budget Sheet 1

File Edit View Insert Format Tools Data Window Help

Type a question for help

78%

Reply with Changes... Egd Review...

10 B I U

Item Number	Name	Street Number	Street Address	City	Budgeted Amount	Withdrawn	Appraisal	CR	Legal Fees	CR	Acquisition Costs	CR	Demolition Costs	CR	Total Spent	Underrun / Overrun
1	Kirtner, William and Kimberly	828	East Riverside Drive	Vesuvius	\$ 123,040		\$ 350.00	1	\$ 335.61	1	\$ 123,000.00	1	\$ 4,246.95	2	\$ 127,932.56	\$ 4,892.56
2	Laity, Marie	1715	East Riverside Drive	Vesuvius	\$ 107,330		\$ 350.00	1	\$ 723.74	1	\$ 127,500.00	1	\$ 5,022.81	1	\$ 133,596.55	\$ 26,266.55
3	Hale, Patty	1233	West Riverside Drive	Buena Vista	\$ 73,890	x	\$ 350.00	1							\$ 350.00	\$ (73,540.00)
Total:															\$ 261,879.11	\$ (42,380.89)

CR	Total Paid	Federal Paid	State Paid	City Paid	Admin Costs
1	\$ 257,632.16	\$ 193,224.12	\$ 51,526.43	\$ 12,881.61	\$ 921.25
2	\$ 4,246.95	\$ 3,185.21	\$ 849.39	\$ 212.35	\$ -



What Happens Next

- Periodic review by VDEM of all project activities occurs regularly;
- Virginia (VDEM) is the Grantee and is legally responsible for the outcome of the project;
- VDEM will call at least monthly and perform on-site visits quarterly;
- VDEM will attempt to attend relevant events, planning meetings, etc.;
- VDEM is available to assist as needed or required.



What Happens Next

- All aspects of the project should be documented. Keep copies of –
 - Photographs
 - Before and after of all four sides of the structure
 - Signed documents
 - Request for Proposals or Bids advertisements
 - Copies of executed contracts
 - Track homeowner meetings
 - Track VDEM – locality meetings



What Happens Next

Congratulations!

Your project has been completed!



What Happens Next

The Closeout Process



What Happens Next

- **VDEM will contact you well in advance of your project closeout date with your required documentation;**
- **VDEM will schedule a final on-site visit for closeout pictures, GPS waypoints, etc.;**
- **VDEM will work to assist with final documentation.**



What Happens Next

Are there any Questions?

